



Monthly CATPA Statistical Report Form User Guide

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1 - Introduction

This document provides the requirements of the Monthly CATPA Statistical Report Form and instructions for completion by CATPA funded grantees. Instructions for login, navigation and submission have also been provided within this document.

1-1 Background

Since 2008, CATPA is entrusted with stewardship of a cash fund (created in §42-5-112 C.R.S.) for fees collected from each insurer that issues a policy pursuant to §10-4-617 C.R.S. As such, CATPA is held accountable to the General Assembly and the State Treasurer for ensuring cost-effectiveness, efficiency, functionality and financial responsibility. In accordance with §42-5-112(6) C.R.S., prior to September 01, 2018, CATPA is required to submit to a Sunset Review. The Sunset Review process (§24-34-104 C.R.S.) involves CATPA's ability to provide reliable and verified evidence and information to the Department of Regulatory Agencies, Office of Legislative Legal Services, and the General Assembly's committee(s) of reference on the financial stewardship, cost-efficiency and effectiveness of CATPA funds. The Sunset Review process will result in specific legislation for CATPA's termination, continuation, or reestablishment. Furthermore, CATPA is required to submit to financial audits by the State Auditor consistent with §42-5-113 C.R.S. Lastly, the CATPA Board and the CATPA Office is tasked to safeguard qualitative and quantitative allocation of CATPA funds in accordance with the spirit and letter of statutory authority in §42-5-112 C.R.S.

1-2 Development of Reporting Requirements

Although CATPA has historically required grant reporting from all grantees via the Colorado Grants Management System, in FY15 grantees awarded funding for law enforcement, prosecution and analytics initiatives must provide standardized monthly statistical information to the Auto Theft Intelligence Coordination Center (ATICC).

The CATPA Board has established mandatory grant reporting requirements to prepare, document and otherwise demonstrate the effectiveness of CATPA funds. These reporting requirements enable CATPA the ability to compile standardized data for deducing, contrasting and comparing the effect of CATPA funding upon the impact of prevention, education, enforcement, prosecution and training of auto theft crime.

1-3 Use of Reports

CATPA will acquire summary statistical reports from the ATICC for developing and monitoring benchmarks on the funded projects inclusive of deriving financial cost-benefit analysis. CATPA will utilize these benchmarks and statistical information for: project reporting, project monitoring (desk and/or on-site visit), determining the need for a project to use a performance improvement plan, a basis of CATPA's progress and effectiveness levels for Sunset Review, validating CATPA's funding allocations for financial reviews and audits, updating the CATPA Board, and the CATPA Board's consideration of a grantee's technical, management and/or past performance capacity(s).

To accommodate standardization and ease of access, the above-mentioned grantees will use the *Monthly CATPA Statistical Report Form*. This document is intended to provide step-by-step procedures for completing the *Monthly CATPA Statistical Report Form*. Upon completion, the grantee will submit the results, configured to be automatically sent to the ATICC Stolen Database Repository. ATICC has developed methods of delivery, for ease of entry and retrieval, for grantees and the CATPA Office.

1-4 What's Reported

Information populated in the *Monthly CATPA Statistical Report Form* must be directly related and a product of CATPA funds resulting from the CATPA project's activities. As stated above, CATPA will use these numbers to derive cost-efficiency of CATPA funds. Reported statistics must be directly related to the number of investigations, arrests, recoveries, use of equipment, and program operations as funded by CATPA. Therefore, the *Monthly CATPA Statistical Report Form* must **not** include statistics, activities or events performed by other agencies, partner agencies, organizations, units, programs or equipment funded by non-CATPA monies. In other words, all reported information must be a direct result from CATPA funds. **Only account for CATPA funded activities.**

2 - Getting Started

2-1 Navigation and Login

1. Navigate to the ATICC Search site located at <https://aticc.state.co.us>
2. Enter your "OSN ID" (same as your CCIC unless otherwise provided by ATICC)
3. Enter your "Password" (same as your CCIC unless otherwise provided by ATICC)
4. Click "Login"

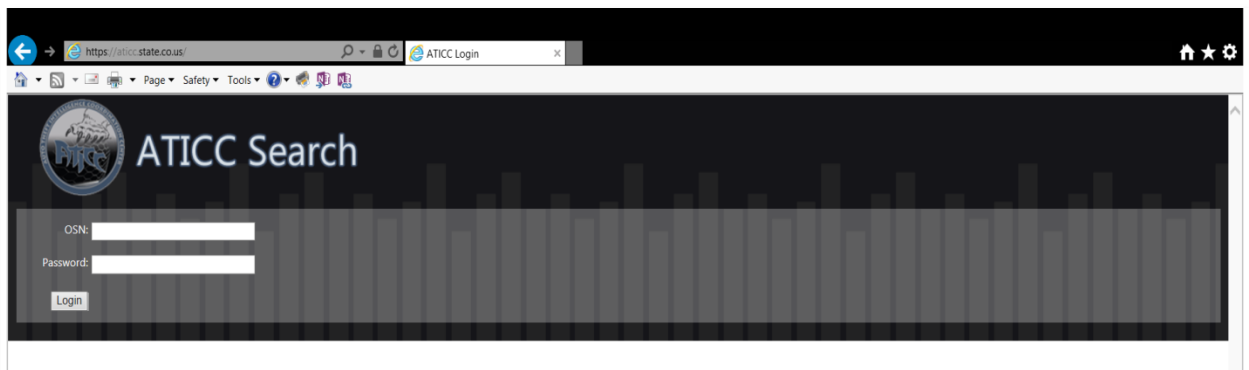


Figure 2-1

2-1a First Time Login Information

The first time you log into the site, you will be prompted to fill out the information needed to obtain a login PIN. You will only have to do this step once. The fields indicated with a red asterisk (*) are required to be completed.

- 1) You may choose to have the PIN sent to a mobile device or an Email address. Use the drop down menu next to Carrier to make a selection. Choose "Email" to receive the PIN by email or select the "Carrier" of your mobile phone to receive the PIN by text message. (See Figure 2-1a-1)



Figure 2-1a-1

- 2) If a mobile “Carrier” was chosen, enter your mobile phone number in the “Number” field (See Figure 2-1a-2 Mobile Device)
- 3) If “Email” was chosen enter your email address in the “Email” field (See Figure 2-1a-3 Email)
 - a.) Select your organization from the “Organization” drop down menu.
 - b.) Select your task force from the “Task Force” drop down menu (optional)
 - c.) Click “Save”

Mobile Device

Figure 2-1a-2 Mobile Device

Email

Figure 2-1a-3 Email

2-1b PIN Verification

A PIN will be required during every login. After you log in with your OSN ID and Password the PIN page will open. The PIN will be generated by ATICC and sent to your email or mobile phone, whichever one you choose during the first time login steps.

Figure 2-1b



1. Retrieve the PIN from your mobile device or email
2. Enter the PIN in the provided field
3. Click “Login”

Once the login steps have been completed the “ATICC Search” home page will open.

2-2 Accessing Monthly CATPA Statistical Report Form

Once you have successfully logged in, the “ATICC Search” home page will open.

In the top right corner of the ATICC home page is a button labeled “CATPA Stats.” Click this to be taken to the CATPA stats form.

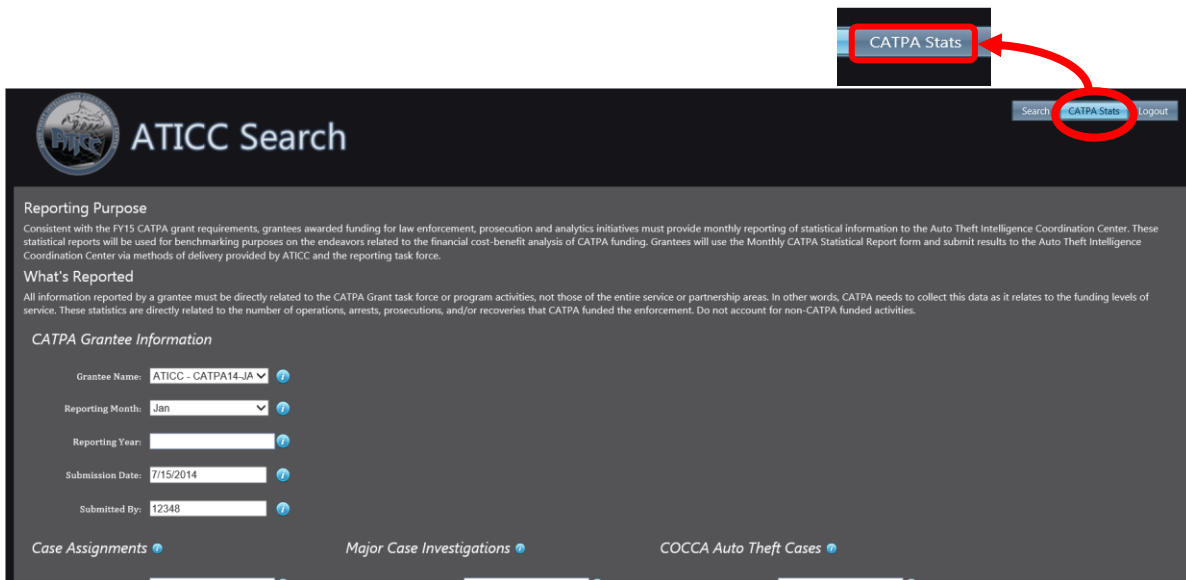



Figure 2.2

To return to the ATICC Search system click on the “Search” button to the left of “CATPA Stats.”

3 – Monthly CATPA Statistical Report Form

The Monthly CATPA Statistical Report Form provides additional instruction, information and/or definitions throughout the screen. These helpful hints and information can be easily accessed by clicking on the blue informational icon .

3-1 CATPA Grantee Information

1. **CATPA Grantee Name.** Select the name of your grant from the drop-down list. The name of the grantee is typically the acronym of the name identified in the CATPA Colorado Grants Management System (COGMS) Grant Application. Be aware that some grantees have changed their name from one year to another. If the name of your grant is not in the drop-down list, please contact the CATPA Office at 303-239-4560.
2. **Project Number.** The Grant Project Number corresponds to the CATPA Colorado Grants Management System (COGMS) project number. The numerical project number may change from year to year, based upon individual grant applications and assignment by COGMS. If you are unsure of your project number, please contact the CATPA Office at 303-239-4560.
3. **Reporting Date.** This date is the month (e.g, mmmm) and year (e.g., YYYY) in which the activities occurred that are being reported to the ATICC.
4. **Submission Date.** The date in which the report is submitted to ATICC will automatically be generated when it received into the database, (e.g., 08/01/2014).
5. **Submitted By.** This information identifies the person who is submitting the report, as populated by the OSN when user authentication has been achieved. The database will identify the first and last name corresponding to a CCIC OSN users list.

3-2 Case Assignments

CATPA realizes there are a variety of terminologies and corresponding definitions regarding the case management. To provide uniformity and consistency amongst all task force reporting standards, CATPA is interested in the total number of cases which have been assigned to personnel for investigative purposes using CATPA funds. These case assignment categories are 1) Open and 2) Cleared.

1. **Open.** This is a numerical value of assigned cases to the task force personnel to investigate last month which remained “Open” at the end the reporting month. A case is considered “Open” when more investigation is required or otherwise assigned to accumulate additional evidence, identify the perpetrator or to affect an arrest.
2. **Cleared.** This is a numerical value of assigned cases to task force personnel which were cleared during the reporting month. A case is considered “cleared” when it is cleared by arrest or cleared exceptionally. In either case, the case investigation has resulted in the identity of at least one offender and sufficient probable cause has been developed to support the arrest, charging and prosecution of the offender. Grantees should refer to the National Incident Based Reporting System (NIBRS) for an in-depth explanation of “cleared” and “cleared exceptionally” definitions. For purposes of CATPA reporting, both definitions are useful to determine a case as “cleared.”

3. *Total.* This is the total number of case assignments handled during the month by the task force personnel. This number is generated automatically by adding the numerical values of Open, Cleared and Closes cases entered.

3-3 Major Case Investigations

CATPA realizes there are many large scale investigations conducted by task force personnel that require intensive allocation of investigative time and effort. The number of major case investigations should be included in the total number of case assignments.

Major Case Investigation Definition. For consistency in CATPA reporting, “a major criminal investigation involves multiple suspects in a criminal enterprise environment with multiple stolen vehicles.” As an explanation, a major case investigation may involve criminal activities of auto theft requiring a substantial commitment of resources (personnel, time and supplies) due to the nature, complexity and involvement of multiple suspects. Simply because a case investigation involves multiple suspects and/or multiple stolen vehicles does not constitute a “major case investigation.” A major case investigation may involve varying criminal activity locations (regionally, statewide, multi-state, nationally or international), multiple suspects, criminal activities, the need for enhanced investigative techniques, tactical and strategic planning, and/or in-depth criminal analytics. Major case investigations are typically intensive in their nature and scope and usually last for long periods of time. A major case investigation may or may not involve the focus of Colorado Organized Crime Control Act violations and vice versa.

1. *Open.* This is a numerical value of assigned major case investigations to the task force personnel to investigate last month which remained “Open” at the end the reporting month. A case is considered “Open” when more investigation is required or otherwise assigned to accumulate additional evidence, identify the perpetrator or to affect an arrest.
2. *Cleared.* This is a numerical value of assigned major case investigations to task force personnel which were cleared during the reporting month. A case is considered “cleared” when it is cleared by arrest or cleared exceptionally. In either case, the case investigation has resulted in the identity of at least one offender and sufficient probable cause has been developed to support the arrest, charging and prosecution of the offender. Grantees should refer to the National Incident Based Reporting System (NIBRS) for an in-depth explanation of “cleared” and “cleared exceptionally” definitions. For purposes of CATPA reporting, both definitions are useful to determine a case as “cleared.”
3. *Total.* This is the total number of major case investigations assignments handled during the month by the task force personnel. This number is generated automatically by adding the numerical values of Open, Cleared and Closes cases entered.

3-4 COCCA Auto Theft Cases

CATPA realizes there are auto theft case investigations which have focused on COCCA. When a COCCA case has been assigned during the month, the number of COCCA auto theft cases should be included in the total number of case assignments. A COCCA case investigation involves the investigation of persons related to auto theft crimes engaged in activities as defined in Colorado Revised Statutes §18-17-101 through §18-17-109.

1. *Open.* This is a numerical value of assigned COCCA cases to the task force personnel to investigate last month which remained “Open” at the end the reporting month. A case is considered “Open” when more investigation is required or otherwise assigned to accumulate additional evidence, identify the perpetrator or to affect an arrest.



2. *Cleared.* This is a numerical value of assigned COCCA cases to task force personnel which were cleared during the reporting month. A case is considered “cleared” when it is cleared by arrest or cleared exceptionally. In either case, the case investigation has resulted in the identity of at least one offender and sufficient probable cause has been developed to support the arrest, charging and prosecution of the offender. Grantees should refer to the National Incident Based Reporting System (NIBRS) for an in-depth explanation of “cleared” and “cleared exceptionally” definitions. For purposes of CATPA reporting, both definitions are useful to determine a case as “cleared.”
3. *Total.* This is the total number of COCCA case assignments handled during the month by the task force personnel. This number is generated automatically by adding the numerical values of Open, Cleared and Closes cases entered.

3-5 Puffer Auto Thefts Reported and Identified

This section is for documenting the number of puffer thefts the task force has observed to occur within the month.

Puffing Defined. In accordance with Colorado Revised Statutes §42-4-1206, Unattended Motor Vehicle, “No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, and effectively setting the brake thereon, and, when standing upon any grade, said person shall turn the front wheels to the curb or side of the highway in such a manner as to prevent the vehicle from rolling onto the traveled way. Any person who violates any provision of this section commits a class B traffic infraction.” Therefore, puffing is when a motor vehicle theft occurs by the means of the stolen vehicle being left unattended with the engine running (puffing).

1. *Puffer Auto Thefts Identified.* This is the numerical value of cases that were reviewed or otherwise screened by the task force that identified a puffer theft involvement. CATPA realizes not all task forces perform case reviews to identify puffer thefts.
2. *Puffer Auto Thefts Assigned.* This is the numerical value of vehicles identified in case(s) assigned to task force personnel which involved a puffer auto theft.

3-6 Complete Stolen Vehicles Recovered

1. *Complete Stolen Vehicles Recovered.* A complete stolen vehicle recovery, by the task force, not the recoveries conducted by other partner agencies, is tracked by CATPA. This is the numerical value of stolen vehicles that were recovered where the recovered vehicle is considered a complete recovery. CATPA is interested in the number of vehicle recoveries, not necessarily the number of vehicle parts, portions or partial sections of a vehicle recovery. Generally, a complete vehicle recovery involves the ability to clear the theft status of the specific vehicle. This may be accomplished as the simple recovery of the vehicle without removal of all assigned VIN derivatives, or substantial components of the vehicle being recovered, or (in more complex determinations) through investigative findings (e.g., vehicle shredding with interviews and logs providing evidence of the vehicle identities). A complete vehicle recovery may include vehicles which were damaged, dismantled or otherwise recovered with no damage; however there are sufficient investigative findings to remove the theft status of the vehicle.
2. *Recovered Within the Task Force Area (TFA).* This section is used to record the number of complete vehicle theft recoveries in the task force partnership area. CATPA realizes many investigations and enforcement operations occur outside the task force area, as criminal activities transcend jurisdictional boundaries.



3. *Recovered Outside the Task Force Area (TFA)*. This section is used to record the number of complete vehicle theft recoveries outside the task force partnership area. CATPA realizes many investigations and enforcement operations occur outside the task force area, as criminal activities transcend jurisdictional boundaries.
4. *Total Complete Stolen Vehicles Recovered*. This is the total number of complete stolen vehicles recovered during the month by the task force personnel. This number is generated automatically by adding the numerical values of complete vehicles recovered within and outside the task force area as previously entered.
5. *F.M.V.* This is the fair market value (F.M.V.) of a recovered stolen vehicle. The fair market value can be acquired using evaluation methodologies from Kelly's Blue Book, National Automobile Dealers Association (NADA), National Insurance Crime Bureau (NICB) and other best practices. This dollar amount is merely estimation and CATPA acknowledges the professional experience of the task force leadership in making determinations.
6. *F.M.V. of Recoveries*. This is a currency value (in whole dollars) estimating the amount of value for the total number of Complete Vehicle Recoveries performed by personnel in the task force during the reporting month.

3-7 Auto Theft Offender Arrests by Task Force

This section is to record the number of auto theft offender arrests performed by the task force during the month. All information reported in this section is only for arrests pertaining to the crime of auto theft, not related criminal events.

1. *Misdemeanor and Felony Arrests*. This is the numerical value of the total number of misdemeanor or felony arrests for auto theft performed by task force personnel during the reporting month. For the purposes of CATPA reporting, an auto theft arrest is defined as "an exercise, under legal authority, to take a person into custody by the reporting task force in response to a criminal charge involving auto theft." In other words, these arrests must take the form of a *physical arrest*.
2. *Total Arrests*. This is the total number of arrests for auto theft performed by task force personnel during the reporting month. This number is generated automatically by adding the numerical values of misdemeanor and felony arrests as previously entered.
3. *Arrests Within the Task Force Area (TFA)*. This section is used to record the number of arrests affected in the task force partnership area by task force personnel. CATPA realizes many investigations and enforcement operations occur outside the task force area, as criminal activities transcend jurisdictional boundaries.
4. *Arrests Outside the Task Force Area (TFA)*. This section is used to record the number arrests affected outside the task force partnership area by task force personnel. CATPA realizes many investigations and enforcement operations occur outside the task force area, as criminal activities transcend jurisdictional boundaries.
5. *First Time Offenders (Arrested or Charged)*. CATPA needs to identify the number of first offenders for auto theft that have been charged or arrested by task force personnel using CATPA funds. As such, these blocks are provided to identify the number of first offenders charged and/or arrested for auto theft by task force personnel.
6. *Major Auto Theft Violators*. A Major Auto Theft Violator is a person charged/adjudicated with auto theft crimes during the reporting month, where the same violator has been charged/adjudicated more than five (5) times within the past three (3) years.

3-8 Business Inspections

This provides reporting for the number of business inspections conducted by task force personnel pertaining to automobile industry which may have a connection to the incidence or exposure of auto theft (e.g., salvage yards, tow yards, automobile dealerships, metal scrap yards, etc.).

3-9 Bait Car Operations

A bait car is a vehicle used by law enforcement agencies to capture car thieves.

1. *Number of Operations.* This is a numerical value of the total number of bait car operations conducted during the reporting month by task force personnel.
2. *Deployment Hours.* This is a numerical value of the total number of hours the bait car was used during the reporting month by task force personnel.
3. *Number of Arrests.* This is a numerical value of arrests performed during the reporting month by task force personnel as a result of the bait car operation(s).

3-10 Automated License Plate Readers

CATPA provides funding for ALPRS to many of the task forces. In the event a task force has been provided such equipment, whether in the past or in the current grant period, the task force is required to report the activities of the ALPRS.

1. *Number of ALPRS.* This is a numerical value of the total number of ALPRS used during the reporting month by the task force.
2. *Number of Vehicle Reads.* This is a numerical value of the total number of vehicles read by all ALPRS during the reporting month by task force.
3. *Number of Stolen Vehicles Identified.* This is a numerical value of all stolen vehicles identified during the ALPRS operation during the reporting month, regardless if the vehicle was recovered or not.
4. *Number of Complete Vehicles Recovered.* This is a numerical value of the total number of Complete Stolen Vehicles Recovered by the task force or partner agencies as a result of the ALPRS used during the reporting month.
5. *Complete Stolen Vehicles Recovered.* A complete stolen vehicle recovery, by the task force, not the recoveries conducted by other partner agencies, is tracked by CATPA. This is the numerical value of stolen vehicles that were recovered where the recovered vehicle is considered a complete recovery. CATPA is interested in the number of vehicle recoveries, not necessarily the number of vehicle parts, portions or partial sections of a vehicle recovery. Generally, a complete vehicle recovery involves the ability to clear the theft status of the specific vehicle. This may be accomplished as the simple recovery of the vehicle without removal of all assigned VIN derivatives, or substantial components of the vehicle being recovered, or (in more complex determinations) through investigative findings (e.g., vehicle shredding with interviews and logs providing evidence of the vehicle identities). A complete vehicle recovery may include vehicles which were damaged, dismantled or otherwise recovered with no damage; however there are sufficient investigative findings to remove the theft status of the vehicle.
6. *Number of Deployment Hours.* This is a numerical value of the total number of hours the ALPRS were used during the reporting month by task force personnel.



7. *F.M.V. of ALPR Recoveries*. This is a currency value (in whole dollars) estimating the amount of value for the total number of Complete Vehicle Recoveries performed by personnel in the task force during the reporting month.
8. *F.M.V.* This is the fair market value (F.M.V.) of a recovered stolen vehicle. The fair market value can be acquired using evaluation methodologies from Kelly's Blue Book, National Automobile Dealers Association (NADA), National Insurance Crime Bureau and other best practices. This dollar amount is merely estimation and CATPA acknowledges the professional experience of the task force leadership in making determinations.

3-11 Lockdown Reporting

1. Did your task force participate in any *community prevention events*? If yes, how many?

This question is used to track information on the public education campaigns that CATPA promotes. Please include the number of *community prevention events*.

Community prevention event: This is a public outreach that is directly related to auto theft prevention conducted by the task force that may include public training, education or information through speaking engagements, public education activities, setting up a booth or providing other presentations.

2. Did your task force distribute *Lockdown prevention materials*? If yes, how many?

Lockdown prevention materials: These are materials published by CAAT and paid for by CATPA funds for the use of public education related to auto theft.

3. Did your task force use *Lockdown prevention signage*? If yes, please provide event/location.

Lockdown prevention signage: These are signs published by CAAT and paid for by CATPA funds for the use of public education related to auto theft.

4. # of auto theft *news releases distributed*: Included CATPA funding support in all news releases?

News releases distributed: These include radio, news print, television, and social media releases performed by the task force.

5. Shared www.lockdownyourcar.org link in new releases or other outreach efforts? If yes, explain how.

Shared link: Please include the number of releases or other outreach efforts where the link was shared. CATPA public education is centrally funded to CAAT at www.lockdownyourcar.org.

6. Share any *additional comments* on prevention activities or partnership with CAAT and/or CATPA.

Additional Comments: Please include any additional comments regarding the monthly activities that may be of interest to the quality, quantity, effectiveness or efficiency of the CATPA public education initiative.

3-12 Effective Benefit Analysis

This section is optional and not required for reporting purposes by CATPA. However, in the event you provide specific information in the following fields, a general cost-benefit may result for use in evaluation and justification of CATPA funds.



Basic Effectiveness-Benefit. As you input required reporting elements, the following will be provided:

1. Case Assignments

- % Open. This percentage is based on the number of open cases compared to the total number of cases assigned to task force personnel during the month.
- % Cleared. This percentage is based on the number of cleared cases compared to the total number of cases assigned to task force personnel during the month.
- % Closed/Pending. This percentage is based on the number of closed/pending cases compared to the total number of cases assigned to task force personnel during the month.
- % Major Cases to All Cases. This percentage is based on the number of major case investigations identified compared to the total number of case investigations reported by the task force during the reporting month.
- % COCCA Cases to All Cases. This percentage is based on the number of COCCA cases identified compared to the total number of case investigations reported by the task force during the reporting month.

2. Offenders

- % Major Auto Theft Offenders. This percentage is based on the number of major auto theft offenders compared to the total number of offenders arrested during the reporting month by the task force.
- % First Time Offenders. This percentage is based on the number of first time offenders compared to the total number of offenders arrested during the reporting month by the task force.

3. Bait Car Efficiency.

- Average Arrests per 24 hour Deployment. This is the number of bait car arrests per day (24 hour period) using a bait car. This number is based on the number of bait car arrests reported compared to the total number of hours (weighted in a 24 hour period) a bait car was used during the reporting month.
- Average Arrests per Operations. This is the number of bait car arrests per bait car operation. This number is based on the number of arrests occurring with the bait car operation compared to the total number of bait car operations during the reporting month.
- Average Deployment per Operation. This is the number of hours a bait car averages per bait car operation as reported by the task force during the reporting month.

4. ALPRS Efficiency

- Average Reads per Stolen Vehicle Identified. This is the number of ALPR reads performed as compared to the number of stolen vehicles identified by the ALPRS.
- Average Reads per ALPRS. This is the average number of ALPRS read performed for every ALPRS used during the reporting month.
- Average Reads per Complete Vehicle Recoveries. This is the number of ALPRS reads performed as compared to the number of complete vehicle recoveries.
- Average FMV of Recoveries Return on ALPRS. This is the price of return as compared to the number of ALPRS reads during the reporting month.

4 - Submit

Once the form has been filled out, click the “Submit” button located at the bottom of the form. You will be taken to a confirmation page after the form is submitted.



The screenshot shows a dark-themed reporting form. On the left, there are two input fields: "% Major Cases to All Cases:" and "% COCCA Cases to All Cases:", each with a blue information icon. On the right, under the heading "ALPRS Efficiency", there are four input fields: "Average Reads per Stole Vehicle Identified:", "Average Reads per ALPRS:", "Average Reads per Complete Vehicle Recovery:", and "Average FMV of Recoveries Return on ALPRS:", each with a blue information icon. A "Submit" button is located at the bottom left of the form area and is highlighted with a red rectangle.

From the confirmation page, you may navigate back to the ATICC Search site by clicking “Search” or exit the application by clicking “Logout.”



The screenshot shows the ATICC Search confirmation page. It features the ATICC logo on the left and the text "ATICC Search" in the center. Below this, a "Confirmation" message says "Thank you for submitting your data." In the top right corner, there are three buttons: "Search", "CATPA Status", and "Logout". The "Search" and "Logout" buttons are highlighted with red rectangles.